

## SYLLABUS

1. Wayland Baptist University, Central Park Forest Campus, School of Business
2. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.
3. Course: **MGMT 4320** – Organizational Behavior
4. Term: Summer 2009, May 26 – August 8.
5. Instructor: Lillian Robinson
6. Office Phone and email: 602-417-9218 lrobinson42@cox.net
7. Office Hours, Building, and Location: Mon – Fri 5:00 pm – 9:00 pm (Goodyear, Arizona)
8. Class Meeting Time and Location: Thursdays. 5:30 – 9:40 pm Central Park Forest
9. Catalog Description: Ethical dimensions of goals and values of organizations and managers, perspectives on corporate social responsibility, influence of government, history, and culture on organizations, effective management roles, dynamics of informal groups, and understanding and working with people.
10. Prerequisites: MGMT 3304 or consent of division.
11. Required Textbook and Resources:

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>REVIEW</b>
<a href="#"><u>Organizational Behavior with CD</u></a>	Hellriegel,	12th	2009	Cengage Learning	0-324-57872-5	Spring 09

12. Optional Materials:

None

13. Course Outcome Competencies:

Upon completion of this course the student should be able to:

- Describe the competencies necessary for managerial effectiveness;
- Identify how personalities and attitudes affect behavior and organizational commitment;
- Describe motivation and the motivational process;
- Explain the concepts of stress and the stressors that affect organizational performance;
- Describe the basic characteristics of groups, including informal groups;
- Identify the different styles of conflict handling and different negotiation strategies;
- Identify the essentials of effective leadership; assess the limitations on a leader's impact;
- Discuss how interpersonal communication affect relationships among employees;
- Explain the basic concepts for making ethical decisions;
- Explain how organizational cultures are formed, sustained, and changed.

14. Attendance Requirements:

The instructor may excuse absences for valid reasons, but missed work must be made up within the semester/term of enrollment.

Work missed through unexcused absences must also be made up within the semester/term of enrollment.

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In the event of two consecutive weeks of unexcused absences in a semester/term of enrollment, the student will be administratively withdrawn, resulting in a grade of "F".

A "Contract for Incomplete" will not be issued to a student who has unexcused or excessive absences recorded for a course.

Students receiving Military Tuition Assistance or Veterans Administration educational benefits must not exceed three unexcused absences in the semester/term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student.

Report of a "F" grade (attendance or academic) resulting from excessive absence for those students who are receiving financial assistance from agencies not mentioned above will be reported to the appropriate agency

15. Disability Statement: "It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university."

16: Course Requirements and Grading Criteria:

Mid-Term - Open Book 30 points

Final - Closed Book 30 points

Written and Oral presentation 20 points

Weekly Articles 5 points

Case study 5 points

Class participation 10 points

Grading Scale

100 – 90        A

89 – 80        B

79 – 70        C

69 – 60        D

Below 60 is Failing

Instructor will not accept late work after 5 days. All late work will be reduced by 10 %.

17. Tentative Schedule: (Calendar, Topics, Assignments)

Class will meet on May 28

Course Introduction

Discussion on Chapters 1, 2

June 4

Discussion on Chapters 3, 4

Choose topic for paper

Choose case study

Weekly Articles due

June 11

Discussion on Chapters 4, 5

Weekly Articles are due

June 18  
Discussion on Chapters 6, 7  
Weekly Articles due

June 25  
Discussion on Chapters 8, 9  
Weekly Articles due

July 2  
Discussion on Chapters 10, 11  
Hand out Mid-Term Closed book Exam  
Weekly Articles due

July 9  
Turn in Mid-Term  
Discussion on Chapters 12, 13  
Weekly Articles due

July 16,  
Discussion on Chapters 14, 15  
Weekly Articles due

July 23  
Case study presentation

July 30  
Written Presentation due

August 6  
Final Closed Book Exam

18. Additional information as desired by the faculty member.